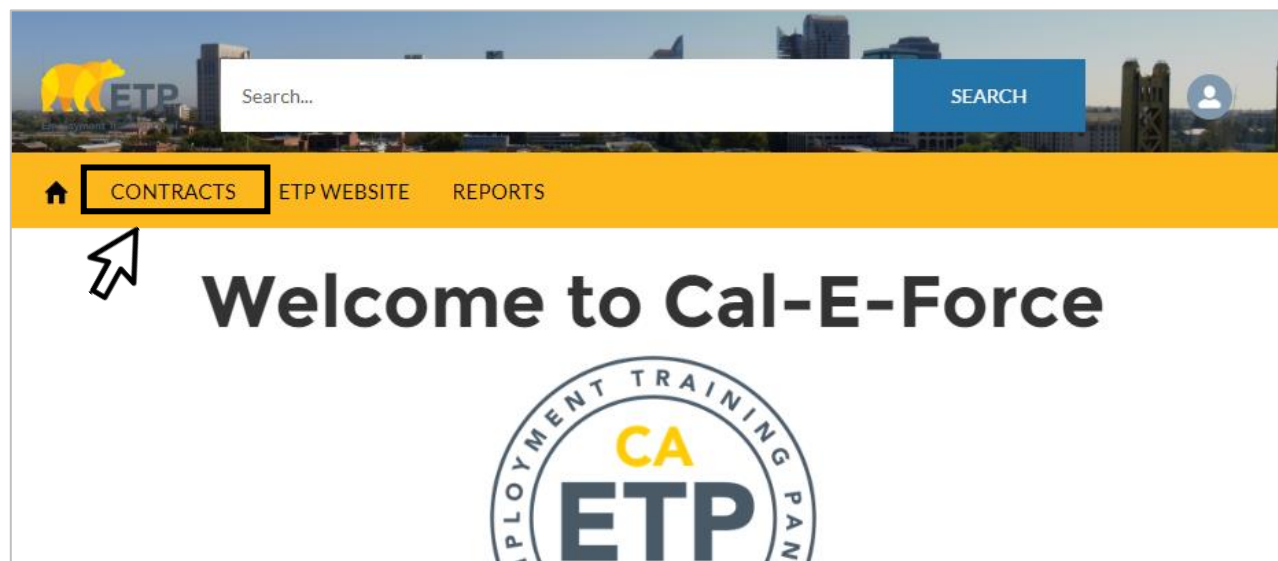
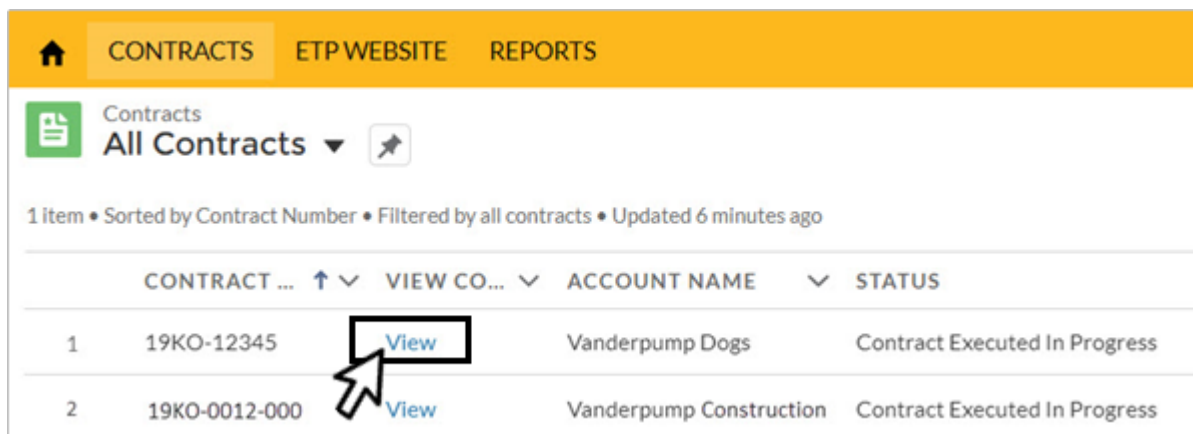


ETP CAL-E-FORCE REFERENCE CARD – UPLOAD PROGRESS PAYMENTS

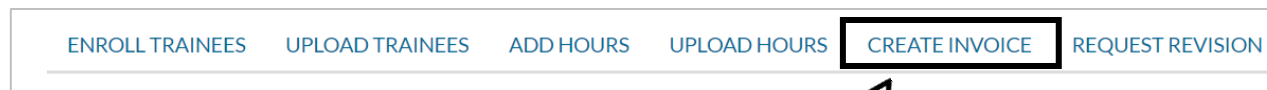
1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the contract you would like to manually upload a progress payment for. The system will take you to your Contract Details page.

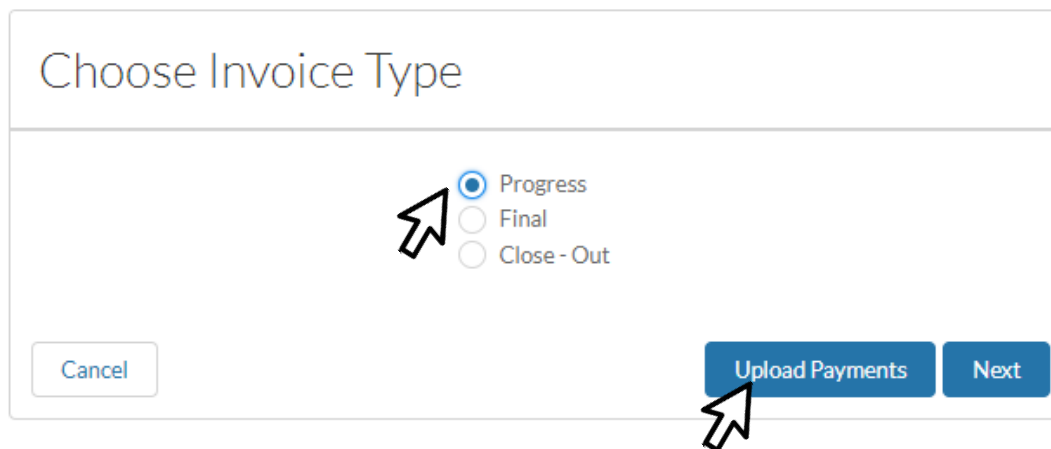


3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.



ETP CAL-E-FORCE REFERENCE CARD – UPLOAD PROGRESS PAYMENTS

4. Choose **Progress** from the invoice types and click **Upload Payments**.

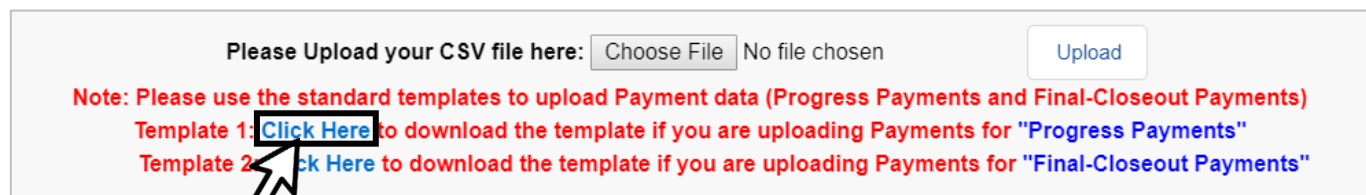


Choose Invoice Type

☒ Progress
☐ Final
☐ Close - Out

Cancel Upload Payments Next

5. If you do not have a CSV containing your invoice in the standard format, select **Click Here** next to Template 1 to download the template.



Please Upload your CSV file here: Choose File No file chosen Upload

Note: Please use the standard templates to upload Payment data (Progress Payments and Final-Closeout Payments)

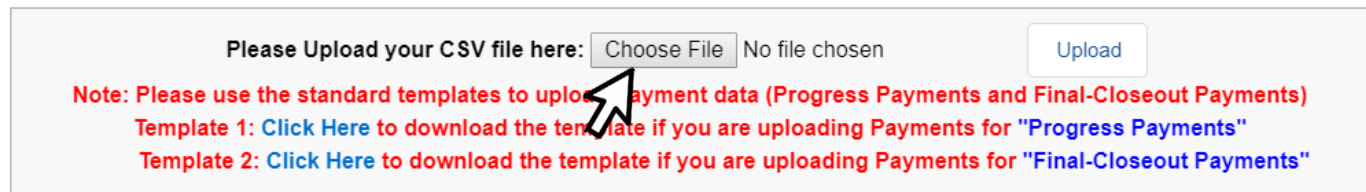
Template 1: [Click Here](#) to download the template if you are uploading Payments for "Progress Payments"

Template 2: [Click Here](#) to download the template if you are uploading Payments for "Final-Closeout Payments"

6. In the "Type" column of the template, enter P1 for a Progress Payment 1 or P2 for a Progress Payment 2

Type of Payment	Type Code
Progress Payment 1	P1
Progress Payment 2	P2

7. When your CSV is prepared and the file is closed, click the **Choose File** button and select your CSV.






Please Upload your CSV file here: Choose File No file chosen Upload

Note: Please use the standard templates to upload Payment data (Progress Payments and Final-Closeout Payments)

Template 1: [Click Here](#) to download the template if you are uploading Payments for "Progress Payments"

Template 2: [Click Here](#) to download the template if you are uploading Payments for "Final-Closeout Payments"

ETP CAL-E-FORCE REFERENCE CARD – UPLOAD PROGRESS PAYMENTS

8. Click the Upload button.	<p>Please Upload your CSV file here: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></p> 										
9. The system will then provide you with a summary of what has been uploaded and any errors messages.	<table><thead><tr><th>TRAINEE EMPLOYEE ID</th><th>TYPE</th></tr></thead><tbody><tr><td>7903-Lala Kent</td><td>P1</td></tr><tr><td>7904-Jax Taylor</td><td>P1</td></tr><tr><td>7907-Tom Schwartz</td><td>P1</td></tr><tr><td>7906-Katie Maloney</td><td>P1</td></tr></tbody></table>	TRAINEE EMPLOYEE ID	TYPE	7903-Lala Kent	P1	7904-Jax Taylor	P1	7907-Tom Schwartz	P1	7906-Katie Maloney	P1
TRAINEE EMPLOYEE ID	TYPE										
7903-Lala Kent	P1										
7904-Jax Taylor	P1										
7907-Tom Schwartz	P1										
7906-Katie Maloney	P1										
10. Click the Upload payments data button to complete your upload.	<p>When you are satisfied with the data map above, click the Upload Payments data data button to insert the Payment records.</p> <p><input type="button" value="Upload payments data"/></p> 										
11. You will be provided with a summary of the records that have been uploaded successfully as well as any error messages.	<div> Messages The records saved successfully are: The record Number is: 1 The records saved successfully are: The record Number is: 2 The records saved successfully are: The record Number is: 3</div>										

ETP CAL-E-FORCE REFERENCE CARD – UPLOAD PROGRESS PAYMENTS

12. To submit the payments you have successfully uploaded, you must click on the **Go To Create Invoice** button below *Upload payments data*.

When you are satisfied with the data map above, click the Upload Payments data data button to insert the Payment records.

[Upload payments data](#)

[Go Back](#) [Back to Invoice](#)

[Go To Create Invoice](#)



13. Click the **Submit** button.

Vanderpump Dogs

Invoice Date
2019-06-19

Total Amount Requested
\$730.13

Contract Number
19KO-12345

PAYMENT TYPE	JOB NUMBER	NUMBER OF TRAINEES	TOTAL
P1	2	4	\$660.00
P2	2	1	\$70.13

Invoice Notes

[Previous](#)

[Back to Contract](#)

[Discard Invoice](#)

[Submit](#)

